

Goddard Slow-Pitch Softball Association POLICY BOOK

The Goddard Slow-Pitch Softball Association (GSPSA) will adhere to the following general policies:

I. EXECUTIVE COMMITTEE POLICIES

- A. **Attendance** – All Executive Committee members are required to attend each Executive Committee Meeting. If they cannot attend, either the President or the Secretary must be contacted. Attendance will be reviewed on a yearly basis to determine those members who will be invited back for the following year.
- B. **Voting** –Decisions requiring an Executive Committee vote will take place at a scheduled Executive Committee meeting with a quorum present. It is possible to hold an electronic vote through email or web interface for items requiring EC approval. This should only be used for items that are non-budgetary in nature, or to approve small (less than 10% variance) changes to the already approved budget (ie, approval of a nomination to the EC is permitted; voting on the approval of an enhancement to the facility is not permitted). Guidelines for electronic voting are as follows:
- Motions for electronic votes must come from the GSPSA President, Treasurer, or Secretary
 - The time period for voting responses must be at least 24 hours in length
 - At least a quorum of votes must be received during the voting window for the vote to be accepted as valid
 - The vote must be presented as a clear and concise question with a YES or NO answer being the only possible response.
 - Any EC member desiring debate on the topic can veto the voting process and force the voting into the normal meeting forum

- **Voting results, if valid, must be presented electronically to all EC members within 48 hours of the closing of the voting window**

Once a decision has been made (voted upon), the decision cannot be brought up for discussion without a valid reason and the decision can only be overturned with a 2/3 majority. All votes made by individual Executive Committee members should not be publicized outside the meeting. All votes are made by the Executive Committee as a whole and may only be publicized as a decision by the whole committee.

- C. Agendas – Executive Committee meeting agendas must be distributed 24-hours prior to a scheduled meeting. The agenda must contain items to be discussed and voted upon.**
- D. Minutes – Executive Committee meeting minutes should be distributed within 1 week after the called meeting. The minutes should contain the Executive Committee members who attended, the action items assigned and/or closed, decisions voted upon, and other pertinent information discussed.**
- E. Executive Committee Exemptions:**
- 1. Each Executive Committee member receives one (1) attendance credit for his team at the annual Work Parties.**
 - 2. Each Executive Committee member receives free admission to any special functions held by the Association, such as the annual Awards Banquet held after the season.**

II. EXECUTIVE COMMITTEE FINANCIAL POLICIES

- A. **Annual Budget** – The President and Treasurer, or designees, must draft a budget for the current season prior to the First General Membership Meeting.
- B. **Monthly Reports** – The Treasurer must provide the Executive Committee with a monthly financial report. This report must contain income and expenditures for the month. This report will be reviewed at the monthly Executive Committee Meeting.
- C. **Expenditures** – All expenditures with the exception of certain concession expenses will be paid by the Treasurer. Any expenditure that exceeds \$100 requires approval by the Executive Committee. Any expenditure under \$100 may not be paid by the Treasurer if the Treasurer deems it to be an unnecessary expense.
- D. **Emergency Expenditures** – In the event of any unexpected expenditure that affects the operations of the GSPSA. Mainly, these expenditures are relate to equipment failures. An expenditure of this nature can be incurred without Executive committee approval as long as it is less that \$300. If one of these expenditures exceeds the \$300 limit, approval can be made by contacting the following Executive Committee members: President, Treasurer, and Secretary, if this cannot wait until the next Executive Committee Meeting. If any of these members are unavailable, approval can be made after the fact. However, be aware that if the expenditure is questionable, it may not get approved.

III. GSPSA GRIEVANCE POLICY

- A. The Goddard Slow-Pitch Softball Association (GSPSA) recognizes and endorses the importance of bringing to light, preventing, and/or seeking early, informal resolution of member-related disputes and of treating all members reasonably and fairly. The GSPSA Grievance Policy establishes the responsibilities, procedures, and guidelines that are directed towards achieving these objectives.
- B. Grievances and misunderstandings can arise in almost any situation. Therefore, a player's initiation of a grievance in good faith should not adversely impact his/her standing with the GSPSA or call into question the player's loyalty or importance to the organization. Likewise, the initiation of a grievance should not automatically reflect negatively on the player's team captain or on the GSPSA's Executive Committee.
- C. Placeholder for summary of the grievance filing process.

IV. FRANCHISE POLICIES

- A. **Returning Franchise Placement** – Before the start of a new season, returning teams may be placed in a different league than the prior season based on the provisions specified in Article VI, Section 1 of the GSPSA Constitution. The provisions of the Playoff Policies defined in the GSPSA Policy Book will apply for determine team placement in the event of ties. The following team placements will generally occur:
1. Each League's First Place team will move to the next higher competitive league (if one exists). No exceptions.
 2. Each League's Last Place team, based on overall record, will move to the next lower competitive league (if one exists).
 3. A new policy will be established for entry into and/or exit from the Monday Only League for the 2004 Season.
- B. **Open League Franchises** – In the event that there are more than 10 teams applying for franchises in the Wednesday (6:45 pm) Open League, the following priority scheme shall be used to determine league slots:
- 1st Priority – Returning non double-up teams
 - 2nd Priority – New non double-up teams
 - 3rd Priority – Returning double-up teams
 - 4th Priority – New double-up teams
 - 5th Priority – Returning penalized teams
 - 6th Priority – TBD (External Teams ?)
- C. **New Franchises** – In the event that there are more than 10 teams applying for any particular 5:30 pm League, the following priority scheme shall be used to determine league slots:
- 1st Priority – Returning teams
 - 2nd Priority – New internal teams
 - 3rd Priority – New external teams
 - 4th Priority – Returning penalized teams
 - 5th Priority – TBD (Other Teams ?)
- D. **Loss of Franchise** – Any team with forfeits on two (2) or more nights in the same season due to insufficient players present shall be placed on probation. If placed on probation, the team request for franchise the following season will be treated as a “new” franchise.

V. LEAGUE POLICIES

- A. **Changes to Rules & Regulations and Constitution** – The GSPSA Rules & Regulations and Constitution for a given season will be distributed prior to the start of the season. These documents may only be changed during the off-season. Written requests for changes will be accepted by the Executive Committee and voted upon by the Board of Director's prior to the start of the season. Typically, this vote will occur at the Initial Deposit Meeting for the current season.
- B. **Policy Book** - The GSPSA Policy Book may be changed by the GSPSA Executive Committee at any time if it is in the best interest of the GSPSA.
- C. **Ball** – A Dudley red-stitch 0.44 COR (coefficient of restitution) poly-core “Red Thunder” is the official GSPSA softball. The Ball Compression of this year's softball is 375.0 lbs
- D. **Bats** – For safety reasons, the GSPSA prohibits the use of bats that appear on the Amateur Softball Association (ASA) of America's Official List of Banned Bats. (See <http://www.asasoftball.com>) The GSPSA Official List of Banned Bats will be published prior to the start of the season and updated as required throughout the season. The most current list will be maintained at the GSPSA web site.
- E. **Scheduling** – Under the current league structure, Thursdays are reserved for rescheduling games that have been rained-out, postponed or incomplete. Teams should be prepared to be rescheduled for the first available Thursday following a rainout. Generally games will be rescheduled in the order they were rained-out giving priority to doubleheaders and two separate rainouts in the same league. If necessary, Fridays will be used for make-up games to ensure the season can be completed on time, so as to start the playoffs on time.
- F. **Player Limitation Rule** ---The Monday League may have up to three (3) players from other GSPSA leagues and up to three (3) guests.

VI. CONDUCT AND RESPONSIBILITIES

- A. Team captains are held responsible for the conduct of their players and fans while using the GSPSA facilities. The Game Officials or members of the Executive Committee will not tolerate unsportsmanlike or abusive behavior.
- B. Falsification of team rosters or records may result in player suspension, team forfeiture of league games, or team exclusion from playoff contention. The

Executive Committee will decide upon the specifics of the penalties after examination of the related facts. Badge checks to verify legal status of players may be held at the discretion of the Executive Committee.

- C. Team Captains are responsible for reporting ineligible players, falsification of team rosters, and occurrences of unsportsmanlike or abusive behavior to the Executive Committee within 48-hours after the scheduled time of the contest.**

VII. EJECTIONS AND APPEALS

Any behavior, which in the judgment of the Game Officials corresponds to unsportsmanlike or abusive behavior, may result in ejection from the game, game area, or playing facility, and possible forfeiture of the game. If a player (or team) is ejected from a game/field for unsportsmanlike or abusive behavior, that player (or team) is automatically suspended for a minimum of one (1) game from the league in which the ejection occurred and will be placed on probation for the following 18-weeks of play in all leagues that the player (or team) participates. (Note: This could carry over into the following season and will include all post-season play.)

Appeal Hearings may be conducted upon the request of the ejected/suspended player (or team) in cases where suspensions of 30-days or less have been assigned. The suspended player (or team) must request an Appeal Hearing within 7-days of the start of the suspension/probation by contacting the GSPSA President in writing.

All Appeal Hearings are to be submitted to the Executive Committee with a \$50.00 fee. If the appeal is upheld, the fee may be returned at the discretion of the Executive Committee based on the findings of the Appeal Hearing.

If the player requests an Appeal Hearing before the Executive Committee, the suspension/probation will be postponed until after the hearing. The Executive Committee will make the decision to suspend based on this hearing. At the discretion of the Executive Committee, the suspension may be increased beyond the one (1) game minimum.

If during the probationary period, the player is again ejected for unsportsmanlike or abusive behavior, the player will then be automatically suspended for the following 18 weeks of play. A hearing may again be requested. Reinstatement after an 18-week suspension can be done by direct appeal to the Executive Committee, both in writing and in person before the Executive Committee. This appeal shall be coordinated through the President. The Executive Committee based on the merits of the case may impose additional penalties.

VIII. POSTPONEMENTS

- A. The Executive Committee will consider a written request from a team for postponement of its originally scheduled game. The appropriate League Commissioner must receive the request no later than 10 working days prior to the scheduled game, and the reason for the postponement must be work related.**
- B. Unless notified of postponements, players must report to their scheduled fields. Each team captain is responsible for ensuring the presence of his teams players at the field until official notification of postponement is rendered.**
- C. All postponed games shall be rescheduled.**

IX. PLAYOFF POLICIES

- A. Playoffs will be scheduled at the discretion of the Executive Committee as soon as possible after the end of the regular season.**
- B. The winner of the first half of the season will play the winner of the second half of the season in a best 2 out of 3 series to determine the League Champion, unless otherwise specified by the Executive Committee.**
- C. Each half winner will be determined by win/loss record. In case of ties for a half, the following criteria will be used:**
 - 1. Head to Head win/loss record - - if still tied, use:**
 - 2. Head to Head run differential - - - if still tied, use:**
 - 3. Total runs allowed in the half - - - if still tied, use:**
 - 4. Total run differential in the half.**

In the case of three or more way ties: If there still exists a tie between three or more teams after the first tiebreaker, then the second tiebreaker criteria level applies. If there are one or more teams eliminated from the first tiebreaker round, then the remaining teams shall again go through the first tiebreaker round. If these remaining teams are still tied, then the second tiebreaker criteria shall apply, etc.

- D. For any best of 2 out of 3 series, a coin flip will decide the option to be home or visitor. The loser of the coin flip will have the option of home or**

visitor for the second game. A coin flip for home or visitor will be done for the third game.

- E. For a player to be eligible to participate in the playoffs for a particular team, that player must have played in at least 50% of the team's regular season games. Players not meeting the 50% criteria are considered as illegal players. Players who are unable to meet the 50% criteria due to GSFC work-related commitments (e.g. on travel) may be granted an exemption from the GSPSA Executive Committee if petitioned at least four-weeks ahead of the end of the regular season. Players who are unable to meet the 50% criteria for any other reason(s) other than "work-related" may petition the Executive Committee to be granted an exemption. All petitions must be filed at least four-weeks prior to the end of the regular season.**
- F. If any playoff game is interrupted, for any reason other than forfeiture, it will be continued from the point of interruption.**

X. AWARDS POLICIES

- A. Awards will be provided by the GSPSA to those individuals who have participated in at least one game with a championship team.**
- B. Additional awards may be provided at the team's expense.**
- C. Teams may elect not to receive selected awards but to have the cost of such awards credited to their next year's franchise fee.**

XI. CONCESSION STAND POLICIES

- A. Concession Stand opens for business at 4:30 PM. Last call is announced at 9:00 PM. Last call is a Goddard Security Requirement. Gate to the facility is locked at 10:00 PM or earlier (Concession Stand Manager call as to the exact time – the facility doesn't have to stay open to 10:00 PM).**
- B. All teams are expected to support the Concession Stand.**
- C. Any team found not supporting the Concession Stand may incur penalties as deemed appropriate by the GSPSA Executive Committee.**

XII. SAFETY POLICIES

- A. Lightning – Because of the potential danger involved with lightning in open spaces such as the softball complex and the speed with which severe storms can move into the area, the GSPSA has decided to take a cautious stance toward softball activities when the possibility of lightning is present. Any umpire is charged to suspend play when he/she detects any lightning. The umpire should report to the home plate umpire on Field 5, who will suspend play for the entire complex. At this time a warning will sound (one blow of the siren) and players are encouraged to go to the safety of their automobiles. If the danger passes in a reasonable amount of time, an all-clear siren will sound (one blow of the siren) and the games will resume. If the potential of lightning persists, and announcement will be made postponing the games for that evening and the siren will sound (two consecutive blows of the siren) to inform all players on the softball complex of this decision.**
- B. Speeding - For reasons of safety to personnel and for preservation of road surfaces, fast or reckless driving on the antenna range will not be tolerated. Violators will be punished and/or prohibited from entering the grounds. A 15 MPH speed is considered a liberal maximum speed for any vehicle.**
- C. Field Safety Practices - Placeholder**

XIII. FACILITY POLICIES

- A. Remember that the facility is Government property managed jointly by the GSPSA and the Goddard Model Airplane Club (GMAC). The GSPSA has permission to manage these fields as long as we abide by the Memorandum of Use Agreement between the GSPSA and the GMAC, sanctioned by the GEWA Council. Adherence to the following rules are essential:**

1. Put all trash into trashcans. This will allow the GSPSA Field Worker to spend more time in getting the fields ready for play and less time picking up trash.
 2. Do not climb trees or buildings.
 3. Please supervise your children at all times.
 4. To avoid danger of fires, do not park in high grass.
 5. Do not park on the GMAC runway.
- B. Facility usage during weekends is prescheduled. Address any questions regarding use of the fields to the GSPSA President.

XIV. WORK PARTY POLICIES

- A. All teams are required to adhere to the official Work Party schedule they received. Each team is required to send two representatives for each league they are assigned to the Work Party for which they were scheduled or be fined Fifty (\$50.00) Dollars per missing person. All Work Party fines must be paid by the date established by the Executive Committee for the season or other arrangements made with the Executive Committee. Failure to pay work party fines may result in loss of future franchise considerations.
- B. All team representatives should report by 9:00 AM at the Softball Complex for their scheduled work parties. They should sign the attendance sheet before performing any work or else credit will not be given for attendance. This attendance sheet will be removed at 9:30 AM, therefore, anyone showing up after 9:30 AM will not be given credit for the work party. No excuses will be accepted.
- C. The intent of this policy is not to obtain funds, but rather to ensure that all teams share equally the burden of work in preparing the fields and facilities for the upcoming season.
- D. Teams that do not pay their work party fines by the date established by the Executive Committee may be subject to punishments deemed appropriate by the Executive Committee. Failure to pay work party fines may result in a team being declared ineligible for post-season activities such as, league playoffs, awards and the post-season tournament.

XV. MEMBERSHIP POLICIES

- A. Grandfather Rule-** Any individual whose name appeared on a GSPSA team's "official" roster for a season from 1998 through last season, and was validated for that season, is eligible to play on a GSPSA team for the present season. A team's official roster is the roster that the GSPSA has in its possession along with any Roster Change Request Forms turned into their respective League Commissioners.
- B. Immediate Family Rule -** Players included under the Immediate Family Rule include anyone who is at least 16 years of age, and is either a spouse, parent, child, or sibling of a person eligible to play. This also includes step-parents, step-children, and step-siblings.
- C. Expanded Player Pool Rule -** Any individual who works for a company that has a contract with NASA/GSFC, NASA/HQ, or is a government employee of NOAA will be allowed to participate.
- D. Other Government Agency Rule -** The GSPSA will allow "external" teams (NOAA, NSA, ARC) to participate after the initial league placement has been determined and an "initial deposit" has been received from all returning teams.
- E. Guest Rule–** Any team may include up to three (3) guest players on their roster. A guest is defined as anyone not meeting the normal eligibility requirements as identified in the GSPSA Constitution or GSPSA Policy Book.

To be eligible to be a guest member of the GSPSA, the guest player must be sponsored by a regular member of the GSPSA who is on the same team as which the guest will play. Sponsors, as well as the team captain of the guest player, are responsible for the guest player's conduct while participating in GSPSA activities. Sponsors of guests who become suspended or put on probation for unsportsmanlike behavior, or any behavior deemed improper or undesirable by the GSPSA Executive Committee, shall also be subject to a one game suspension. If a guest received probation, sponsors will not automatically be subject to the same probation as the guest.

Sponsors are responsible for providing adequate proof of identification of the guest member. Typically this will be a photocopy of a company badge or drivers license.

Guest members are not eligible to be Team Captains within the GSPSA, and shall have no vote in the establishment of GSPSA policy or decisions.

No guest players may be added after July 4th. The status of guest players for future seasons will be determined during the off-season. Guest players do not become grandfathered in for future seasons.

XVI. SPECIAL ELIGIBILITY POLICIES

In accordance with the GSPSA Constitution anyone with prior approval of the GSPSA Executive Committee may be allowed to participate in the Association. Provided below are guidelines that individuals must meet.

A. A person will be eligible to participate in the GSPSA Leagues without a GSFC Badge under the following conditions:

1. Prior approval of employment by GSPSA Executive Committee
2. Acceptance of terms of employment by the employee. These terms shall consist of either:

Routine Employment: Such as working at the Concession Stand or umpiring on a given night each week. The employee will be allowed three (3) absences during the course of the season. If the employee is absent for a fourth time, the employee becomes ineligible to participate in the GSPSA Leagues. He/she becomes an illegal player and his team risks forfeiture of any subsequent games played in by this player; or

Task Employment: Such as serving in a capacity decided upon by the Executive committee, such as participation in selected field and facility maintenance, serving as a GSPSA Officer, etc. Upon failure to perform assigned duties, this employee becomes ineligible to participate in the GSPSA Leagues. He/she becomes an illegal player and his/her team risks forfeiture of any subsequent games played in by this player.

B. Fulfillment of any one of the following requirements.

1. **Umpires:** Umpires must umpire 15 nights to be eligible to play. Nights on which doubleheaders are played count the same as nights where single games are played. Tournament work is excluded from consideration for eligibility.
2. **Concession Stand Workers:** Concession Stand Workers must work a total of 15 nights to be eligible to play.
3. **Special Field Workers:** Special Field Workers must donate a total of 40-hours of free labor to be eligible to play.

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- 4. Other Special Cases: Will be handled on a case-by-case basis. However, each individual will be expected to donate the equivalent of 40-hours of free service to the Association to be eligible to play.**

Updated on May 15, 2006 by the Goddard Slow-Pitch Softball Association Executive Committee